

## IT'S TIME FOR A MID-WINTER CLEANUP

With the start of a new year, now is the time to do some checking of your hardware and software.

### Check Your Hard Drive for Possible File System Errors

1. Open File Explorer (Windows + E).
2. Right-click on Drive C.
3. Click on Properties.
4. Click on the Tools tab.
5. Under Error Checking, click Check.

### Check Your Hard Drive for Unnecessary Files

1. Open File Explorer (Windows + E)
2. Right-click on Drive C.
3. Click on Properties.
4. While on the General tab, click on Disk Cleanup.

### Make Sure All Your Apps are Up-to-Date

How to enable updates that were acquired from the Microsoft Store.

1. Open the Microsoft Store
2. Click the user icon on top, to the left of the search box.
3. Click **Settings**
4. Toggle On **Update apps automatically**

How to manually check for app updates that originated from the Microsoft Store.

1. Open the Microsoft Store
2. Click the user icon on top, to the left of the search box.
3. Click **Downloads**
4. Click **Check for updates**

You can also check specific apps for updates by going to their Store page. You can use the search box to find the app, or check **My Library** for a list of all your apps.

Legacy applications (pre-Windows 8) that are not available from the Store must be updated by going to the appropriate Website.

There are a couple places to go for safe downloads. Try both [FileHippo.com](http://FileHippo.com) (hyperlink) and [Ninite](http://Ninite) (hyperlink). But before you do, go to the Website of the company that produced the app. Caution: don't use downloads.com!

## **Remove Apps You Do Not Use**

To remove an app, right-click on the target program while on the Start Menu and click on **uninstall** if that option is available.

If the uninstall option is not available, the app cannot be removed.

Another place to go to cull your computer of unwanted apps:

1. Open Settings (Windows + I)
2. Click on System.
3. Click on Apps and Features.
4. In the right pane, click on any of the apps that you are not using, or do not plan to use.
5. If the Uninstall button is boldfaced, it is active. If it is muted, the app cannot be uninstalled.

## **How to uninstall programs that won't uninstall by traditional means:**

Download **Revo Uninstall** ([www.revouninstaller.com](http://www.revouninstaller.com)). Download the trial version.

## **Delete Temporary Files—They Tend to Bog Down Your System**

These methods used in combination will locate and remove most temporary files.

1. Go to Settings (Windows + I)
  2. Click on System
  3. Click on Storage
  4. Click on This PC
  5. Click on Temporary Files
- 
1. Go to Settings (Windows + I)
  2. Type "Disk Cleanup" in the search box at top of Settings.
  3. Click on "Free up disk space by deleting unnecessary files"
  4. **Disk Cleanup utility will appear on Taskbar.** Open it.
  5. Use it to clean up either or both temporary files or temporary internet files.
  6. Now click on *Cleanup System Files* and follow the same procedure.

1. Open File Explorer (Windows + E).
2. Expand Drive C.
3. Expand Users.
4. Expand Folder named after "owner".
5. Expand AppData.
6. Open Temp folder.
7. Temporary files will appear in right pane.
8. (Get to this location in a hurry "from the top" by pressing Windows + R and typing *%temp%* in the Run box.)

1. Type Windows + R
2. Type *Prefetch* in the Search box.
3. This action will take you to PC>Drive C>Windows>Prefetch.
4. Remove all the files in the Prefetch folder.

Finally, two performance cleaners, [PrivaZer](#) and [CCleaner](#), will perform well in removing temporary files from your system.

Try **SlimComputer** ([www.slimcomputer.com](http://www.slimcomputer.com)) to clear out any bloatware (unneeded and unwanted software) that probably came with your computer.